

TOWN OF NEWINGTON

TITLE:	Assessment Technician II	GRADE:	T-3
DEPARTMENT:	Assessor	DATE:	7/8/o8 NTC Adopted

POSITION DESCRIPTION:

Under general supervision of the Assessor or Deputy Assessor, performs technical work of some complexity and variety in one or more of the functional areas of assessment, appraisal, and database management; performs general office public relations work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes, directs, and participates in the development, maintenance, quality control and utilization of the Town's Computer Assisted Mass Appraisal System (CAMA).
- Performs queries of the data base to assist the Assessor with projections and presentations.
- Extrapolates data from many data bases and performs analysis using Microsoft Access.
- Performs a variety of administrative management information, writing reports, and administering record keeping functions.
- Researches and develops procedures, policies, work instructions and work methods to more economically and efficiently utilize information, time, and equipment.
- Prepares the personal property data base.
- Utilizes the assessment administration data base.
- Assists with motor vehicle valuation.
- Meets and/ or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Prepares statistical information of vast complexity for supervisor.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Commitment to excellence in customer service.
- Working knowledge of State of Connecticut assessment statutes.
- Excellent written and verbal communication skills, including the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Demonstrated ability to prioritize, organize and complete assignments in a timely manner.
- Ability to understand municipal operations and their budgetary impact.
- Ability to read, write, and interpret technical reports.
- Ability to deal effectively with town staff and the public.
- Ability to access and process information contained in file records and computer databases.
- Ability to work effectively with other employees, superiors and the general public in person and via the internet and telephone.
- Strong knowledge of Excel, Word, and Access.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions.
- Significant exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.

- Ability to move throughout the Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree from an accredited four year college or university, and
- One (1) year experience in an Assessor's office with some course work toward a Certified Connecticut Municipal Assessor designation; or
- Any combination of training and experience which provides a demonstrated ability to perform the duties of the position.
- Experience with Microsoft Excel, Word, and Access

LICENSE OR CERTIFICATE:

A CCMA designation is a plus.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date